



# LEASING MANAGER JOB POSTING

**Rice Group** is a prominent commercial, industrial and infrastructure developer with a clear vision for value, growth and a proven track record of executing on its project strategies. Rice Group manages a portfolio in excess of 800 acres of commercial and industrial land focused mainly in Ontario and the Greater Toronto Area, along with infrastructure projects across Canada. Please visit our website at [www.ricegroup.ca](http://www.ricegroup.ca)

## The Position:

Rice Group is currently looking for an experienced Leasing Manager reporting directly to the Vice President of Leasing

**Roles and Responsibilities of the Position:** The following responsibilities include, but are not limited to;

## Job Description:

- Proactively marketing to tenants / agents (cold / warm calls, door to door, etc)
- Prepare and negotiate LOI's / Offers (Work with construction / development team / finance team for pricing, site and pro forma details)
- Work with legal team to draft leases, address comments and prepare for execution
- Work closely with construction and property management for tenant handovers and fit out requirements
- Maintain leasing / pipeline reports and status updates
- Keep track of legal expenses per property
- Plan and attend industry networking events
- Prepare marketing materials (brochures, email blasts, marketing)
- Organize and prepare for conventions (booth preparation, meeting prep, travel arrangements, event organization, etc)
- Prepare leasing presentations for partner update meetings

## Other Duties:

- Prepare, process P.O.s and payment processing of invoices;
- Day-to-day management of accounts payable issues and supplier invoices;
- Assist the Property Manager in monthly budget / expense variances, forecasts and annual budgets;
- Tenant document control and tenant liaison and communication;
- Perform other duties, as assigned.

## Skills Required:

- A minimum of 5 years of work experience with a real estate industry firm
- A university or college education would be an asset
- Strong problem-solving skills, including the ability to analyze current business problems and implement recommended solutions
- Proficient in Microsoft Office Suite, and MS Project
- Excellent communication, interpersonal and organizational skills
- Ability to work independently or as part of a team with minimal supervision
- Ability to multi task and meet stringent deadlines

- **Job Type: Full-time**

***We appreciate all applicants received; however, only those selected for an interview will be contacted. Accessibility support and accommodations for disabilities, wherever appropriate, will be provided in the recruitment process on request.***

***Please submit resume and cover letter in one document to [info@ricegroup.ca](mailto:info@ricegroup.ca)***